

**ATTACHMENT 29 – SOP-SIII.05: STANDARD OPERATING PROCEDURE FOR HAZARDOUS
MATERIALS INCIDENTS (10.20.04)**

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References:

- (1) California Hazardous Material Incident Contingency Plan
- (2) Oil Spill Contingency Plan, State of California

The Office of Emergency Services Warning Center is the State Notification Point for the receipt of all Hazardous Material Incident Reports. Reports are received from such sources as county and city government agencies, other state agencies, industry, transportation and pipeline companies, oil production companies, refineries, railroads, and private citizens.

Because of the heavy oil production and refinery activities, the wide range of chemicals produced by and used in California Industry, the resulting transportation and storage activities, and the disposal of the residue or waste from their use, we are subject to frequent spills or other incidents concerning these materials. Most of these incidents are small or of little consequence; however, a significant number do pose a threat to the environment or human health and property. Therefore, it is important that the W/C understand the potential hazard associated with chemical spills and carefully consider the possible impact of each incident when preparing to relay the information to action agencies.

The California Highway Patrol is responsible for management of all incidents occurring on roads or freeways over which they have primary jurisdiction; OES is responsible for receiving reports and making notification of spills that occur in all other areas. The OES W/C will assist CHP in making notifications when requested or at any time during a serious incident when there is any question as to the proper notification of all interested parties or agencies.

The white copy of the Spill Form will be filed in the current Spill Book.

GENERAL INFORMATION:

- | | |
|--|----------------|
| 1. CHEMTREC Phone Number | (800) 424-9300 |
| 2. California Poison Center/Toxics Information 24 Hr: | (800) 476-4766 |
| 3. Chevron Pesticides, to identify or safety information | (415) 233-3737 |

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WARNING CONTROLLER PROCEDURES:

1. Receive Report; copy information to a Spill Report Form; get contact and call back number:
 - (a). All information available; County, where, what, quantity, who, what happened, contained and cleanup status.
 - (b). If a highway or freeway, has **CHP** been notified.
 - (c). If navigable water involved has **Coast Guard** been called? If caller has not notified the **NRC** advise the caller to call and provide the number: **(800) 424-8802**. If the report has been called into the **NRC** obtain the report number and it will not be necessary to call **Coast Guard**. If the **NRC** has not been called, call the appropriate **MSO Office**:
 1. Commanding Officer - Marine Safety Office, San Francisco
24 Hr: (510) 437-3073
 2. Commanding Officer - Marine Safety Office, Los Angeles, Long Beach
24 Hr: (310) 732-2044
 3. Commanding Officer - Marine Safety Office, San Diego
24 Hr: (619) 683-6471
 - (d). Find out which local agencies have been notified.
2. After reviewing information received, establish priority for notifications, commensurate with ongoing Warning Center activities and size and nature of the spill.
3. Notify **CHP** or **USCG** if their area of interest is involved and they have not been notified.
4. Make notifications of any spill regardless of size, effecting any waterway, or that has a potential of getting into a waterway, such as a storm drain. Notifications in this case means both fax and verbal notifications.

- (a). **DEPT OF FISH AND GAME/OSPR** - Fax all spills to **OSPR Dispatch Center**. The **OSPR Dispatch** has assumed the responsibility for all further dissemination internal to **DFG/OSPR**.
OSPR HQ 0800-1700 hours M-F (916)341-6957 Fax: (916)324-6256
NORCOM/OSPR after hours 916-358-1300 Fax: (916)358-0330.

During a spill incident between 2200 to 0600 hrs, please follow the call out in this order (with 7 minute delays between steps) Duty Roster found in **DO Locator Binder**.

- (a.) **ODO Primary pager # 916-328-6636**
- (b.) **ODO home**
- (c.) **Bud Leland's pager # 916-857-2837**
- (d.) **Bud's home # 916-457-6324**
- (e.) **Scott Schaefer's pager # 916-857-8307**
- (f.) **Scott's home 916-984-6401**

- (b). **REGIONAL WATER QUALITY CONTROL BOARD** - See list.
NOTE: RWQCB One (1) has a D.O. pager that will be used to contact them.
- (c). **EPA San Francisco 24 Hr Spill Phone: (415) 947-4400**

5. Notify **EPA** verbally when (incidents that do not meet below parameters require fax):
Any amount of petroleum product or mineral oil that enters or has the potential to enter an inland waterway.
 - (a.) An amount greater than 1bbl of petroleum product or mineral oil that enters or has the potential to enter a coastal waterway.
 - (b.) Any train derailment.
 - (c.) Events which may cause media coverage.
6. Notify verbally (depending on severity) and via fax (always), all spills to the following agencies as well:

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USFWS, CAL/DTSC and ADMINISTRATIVE AGENCIES.

In addition, any incident that meets specific criteria, size, etc. will be faxed and verbal notifications may be required as well to the agencies below. As a general guide line, any incident that has serious, or potential, threat to the environment, water ways, drinking water areas, verbal notification as well as fax notification need to be accomplished. All ENC's should be aware that there are not time lines as to when verbal notifications are made or not, unless stipulated below by a specific agency.

7. ADMINISTRATIVE AGENCIES: Significant incidents will be verbally reported as well.
8. Notify, verbally and via fax, CUPA: If hazard is great or evacuation is necessary.
9. Notify, verbally and via fax, OES Duty Officers (RDO, EDO, FDO, and PTAB) of SIGNIFICANT SPILLS. See additional criteria in attachment for Internal OES Notification Procedures for Significant Spills dated January 2004.

A spill is considered to be "major" when it meets one or more of the following criteria:

- (a.) A release that involves evacuations, Fire or explosion, or HazMat Mutual Aid.
- (b.) Any train derailment that results in a release or threatened release, Fire & Rescue Mutual Aid, or entrapment of crew or passengers.
- (c.) Any unique incident that could involve USAR resources, Mutual Aid, or response to a building collapse, excavation or trench collapse, flooding or swift-water events.
- (d.) Multi-casual incidents (e.g.; multiple vehicle accidents, waterslide collapse, etc).
- (e.) Downed aircraft involving any of the above situations.
- (f.) A release that causes, or can potentially cause, major illness, injuries, or fatalities.
- (g.) A release that has impacted or threatens to impact environmentally, economically, and/or culturally sensitive areas, if known.
- (h.) A release that results in a disruption to lifeline systems (e.g.; transportation or utilities).
- (i.) A release that results in, or has the potential to result in, significant media coverage.
- (j.) A release of petroleum product > 420 gallons (10 barrels) from a vessel, facility, pipeline, truck, or railway which impacts or has the potential to impact water resources.
- (k.) A release that involves multiple jurisdictional boundaries, if known.
- (l.) Any incident that involves federal participation or support, or results in notification to the Warning Center from the USEPA, stating that they plan to or have already mobilized their resources to a HazMat emergency response (not "clean-up").
- (m.) Activation of the REOC, SOC, and/or the Department of Fish & Game/Office of Spill Prevention & Response (DFG/OSPR) Operations Center for oil spills.
- (n.) If the RDO or EDO requests assistance.

The criteria outlined above are applicable to all spills of sewage, oil, hazardous and radioactive materials, and should be used only as a guideline. When reviewing the spill report information, OES staff should also use their best professional judgment (based on their knowledge and experience) to determine whether or not a spill is "major".

Points of Contact for HAZMAT DIVISION: 845-8741, fax: 845-8734

Business Hours Hazmat Contacts:

(a.) Trevor Anderson	Pager: 594-5016	Work: 845-8788
(b.) Cathi Slaminski	Pager: 594-1209	Work: 845-8779
(c.) Brian Abeel	Pager: 594-2555	Work: 845-8768
(d.) Deni Gray	Pager: 594-4055	Work: 845-8776

After hours contact for HazMat Personnel in order:

(a.) Fred Lercari After Hours	Pager: 594-2372	Home: 916-687-7866 (U)
(b.) Moustafa Abou-Taleb	Pager: 594-2771	Home: 916-939-5039 (U)

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(c.) Phyllis Cauley

Pager: 594-2366 Home: 916-973-0748 (U)

Notify the **FIRE DUTY OFFICER** in the following events in addition to normal fire mutual aid.

- (a.) Major hazardous material events involving evacuations, involving fire or explosion, involving any HAZMAT Mutual Aid
- (b.) Train derailments involving any Fire & Rescue Mutual Aid, Hazmat, or entrapment of crew or passengers
- (c.) Any unique incident that could involve USAR resources, Mutual, or response to a building collapse, excavation or trench collapse, flooding or swift water events.
- (d.) Multi casualty Incidents - Multiple vehicle accidents (fog/dust storm), ie bus accidents, Concord Water Slide collapse.
- (e.) Downed aircraft involving any of the above situations.

- 10. Notify, verbally, **Butte County Air Pollution District (APCD)** of any incidents occurring at the Santa Fe Pacific P/L Chico Terminal. 24 Hr number: (916) 891-2882. Leave voice message after duty hours on recorder.
- 11. **MAJOR SPILL** notify, verbally, **FEMA 9: (510) 627-7700**
- 12. Notify VERBALLY and via fax, **DEPT OF HEALTH SERVICES D/O** of spills that cause a **HEALTH HAZARD** and/or enters any drinking waterways or potential drinking waterways (includes sewage), shell fish area, radiological events or large evacuations. See DHS map for shell fish area. If unable to contact the DHS D/O, verbally contact Dave Abbott. (See DOH Duty Officer Schedule in DOH Book).
- 13. Notify, verbally and via fax, **Dept. of TOXICS SUBSTANCE CONTROL (DTSC)** - Duty Officer any spills that:
 - (1). Involve the contents being carried by **tanker trucks**, on or off highway, not fuel spills from the saddle tanks.
 - (2). Pipeline breaks exceeding **25 bbls.**
 - (3). Release of any hazardous materials exceeding **1,000 gallons or 25 bbls.**
 - (4). **All train derailments** (even if hazardous materials are not indicated).
 - (5). **Chemical facility fires.**
 - (6). **Major Natural Disasters.****Office hours: (916) 255-6504 Fax: (916) 322-4597 and (818) 551-2191**
After hours: (See TOXICS Duty Officer Schedule in DOH Book).
- 14. Notify, verbally, **EMSA** of a medical disaster that might be about to occur is progressing or has involved a significant number of people (10 to hospital, 50 exposed, 200 evacuated). For details see memo under EMSA. Any incident involving less than above should be faxed.
24 HR PAGER: (916) 535-3522 Fax: (916) 323-4898
- 15. **STATE LANDS:** Fax all spills in navigable waters, coastal area, harbor, or if off shore rig or platform are involved or have a potential of being involved, such as a storm drain. This includes any (or potential) natural seepage or tar ball reports. **** Verbal notifications apply to the following spills:**
 - (a). **Spills of any size at or near a marine facility**
 - (b). **Spills of 1 barrel or more**
 - (c). **Spills whose quantity or water involvement is unknown and that have the potential to spill more than one barrel into State waters.****Business hours: (562) 590-5201 ATSS: 8-635-5201 FAX: 562-590-5215**
After hours: (562) 499-1528
cell # (562) 577-9803 (use only if 24 hr. phone is down)

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16. Notify **US FISH AND WILDLIFE SERVICE** of any oil or hazardous waste spill that can be a threat to:
- (a). Migratory birds
 - (b). Freshwater & anadromous fish
 - (c). Threatened and endangered species.
 - (d). Tar ball reports to the beaches.

Any spill over 1 bbl. - inland or water require use both **VERBAL** and **FAX** reports. This includes any (or potential) natural seepage or tar ball reports.

Using the jurisdictional Map for USFWS, notify the appropriate office and personnel. For incidents off shore determine the coastal county closest to the incident and notify the appropriate jurisdiction.

17. Notify **COASTAL COMMISSION** of any spills (chemical or petroleum), onshore or offshore, that are threatening, or potential, to impact or are impacting the coastal and/or marine resources of California. This includes inland spills, which can flow into storm drains or creeks/streams, and potentially impact the coastal and marine resources downstream. Spills over 1 bbl. (including sheen on water) follow up verbally. Do not phone at home between hours of 2100 - 0600.

Office: (415) 904-5285

Office Fax: (415) 904-5400

Primary Coastal Commission Contact

Days	Hours	Type of Spill	Contact	Number
All	6 am to 9 pm	All those meeting above criteria	Ellen Faurot-Daniels	415-201-5792 (numeric pager) 415-904-5285 (office phone) 831-726-1750 (home phone)
All	All	All those meeting above criteria	CCC Office	415-904-5400 (fax)

Secondary Coastal Commission Contacts

Saturday, Sunday, Holiday	6 am - 9 pm	All Spills over 1 bbl	Allison Dettmer if Ellen Faurot-Daniels cannot be reached	(home phone) 415-904-5205 (office phone)
Weekdays	6 am - 9 am 5 pm - 9 pm			
Saturday, Sunday, Holiday	6 am - 9 pm	All Spills over 1 bbl	Jamie Kooser if Ellen Faurot-Daniels cannot be reached	(home phone) 415-904-5265 (office phone)
Weekdays	6 am - 9 am 5 pm - 9 pm			

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Type of Spill	No Notice Needed	Notify by fax only	Notify by fax and pager	Notify by fax, pager and in person
Oil, diesel or gas spills near or offshore coastal county:				
→ Less than 10 gallons		X		
→ 10-200 gallons		X	X	
→ 200 gallons or more		X		X
→ Small - medium sheen (less than 1 square mile)		X		
→ Large Sheen (larger than 1 square mile)		X	X	
→ Turballs		X	X	
Sewage		X		
Treated water	X	X		
Drug waste	X	X		
Paint	X	X		
Chemicals		X		

18. Notify San Francisco Bay Conservation and Development Commission (BCDC) of any spills, chemical, petroleum or otherwise hazardous or toxic spills, including sheen on water, that may affect the waters or the land areas surrounding San Francisco Bay. Specifically, notify on Spills involving the Counties of Marin, Sonoma, Napa, Solano, Contra Costa, Alameda, Santa Clara, San Mateo or San Francisco, that affect or that threaten to affect the coastal and/or marine resources of San Francisco, San Pablo and Suisun Bays. This includes spills or sheen that occur:

- (1) In the waters of San Francisco, San Pablo, and Suisun Bays (collectively, "the Bay");
- (2) Within the 100-foot shoreline band inland from the Bay ;
- (3) In or near rivers, streams, drains, creeks, and sloughs that may flow into or that could otherwise affect the waters of the Bay or the 100-foot BCDC shoreline band. This includes the Napa River as far north as Napa, the Sacramento River as far east as Rio Vista, and the San Joaquin River as far east as Bethel Island;
- (4) In salt ponds, marshes, and mudflats that adjoin the Bay or that are in or near rivers, streams, drains, creeks, and sloughs that may flow into the Bay; and
- (5) Within 12 miles of the coastline outside Golden Gate, in Marin, San Francisco and San Mateo Counties.

Fax all Spills to: (415) 352-3606

For petroleum and hazardous materials spills, 1 bbl or over, 0800 to 2100, 7 days a week, page: Nick Salcedo at (415) 253-1393, or;

- (a). If no response from pager during business hours, please call Nick Salcedo at: **(415) 352-3641**,
- (b). If no response from pager after business hours and on weekends, call Nick Salcedo at: **(415) 485-0554**
- (c). If no response within several hours, and the spill is significant, page the BCDC Executive Director, Will Travis, at: **(415) 313-9729**.

19. Notify the US DEPT. OF THE INTERIOR MINERALS MANAGEMENT office of all offshore

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pollution incidents by fax. **Spills of over 1 bbl. follow up verbally. Office hours: M-F 0700-1530 hours: (805) 389-7560. Fax: (805) 389-7592**
After hours phone: (a). Tom Dunway Hm: (805) 383-9825; (b). Rishi Tyagi Hm: (805) 647-5643
 This includes any (or potential) natural seepage or tar ball reports.

20. Notify, verbally, **DWR of Spills in Water Projects, Canals, Viaducts, or railroad spills along the Feather River in Plumas-Butte Co. at the Dispatch Center Phone: (916) 574-2716**
 (a). Notify, verbally, **BUREAU OF RECLAMATION/NIMBUS DAM** of any spills in the Delta Mendota Canal. The Canal runs from Tracy Pumping Station, Alameda Co. to the Mendota Pool, Fresno Co.
Office Phone: (916) 979-3002
21. Notify via fax, **DIVISION OF OIL AND GAS**: Reports of all spills from an oil or gas producing facility, well site (not refineries) or geothermal wells. See region list for county spill occurred in. **Notify verbally of any spill of production oil, gas, or produced water releases that occur offshore or within coastal counties of districts 1, 2 or 3. After Duty Hours call office number to get 24 hr operator.**
 (a). Oil Field
 (b). Pipeline
 (c). Offshore and island spills to Region 1.

NOTE: Spills in Santa Barbara Co. south of Montecito to Region 2.

22. Notify, verbally, **UC SANTA BARBARA** of any oil spill in the Santa Barbara Channel between Point Conception and the city of Ventura. **24 Hr Phone: (805) 893-3283**
23. Notify via fax, the **STATE FIRE MARSHALS OFFICE**: (Fax key 020 & 070 or Group Fax key #17)
 (a). Any **LIQUID PIPELINE / OIL FIELD** incident of 1bbl or more and quantities "UNKNOWN".
 After hours and holidays call in addition to faxing.
 (b). Any **TRAIN DERAILMENT** incident.
 (c). Any **FIRE** or **RELEASE** in a **REFINERY** or **CHEMICAL PLANT**.
NOTE: Verbal notifications are required for "b" and "c" above. (see call out list)

****If a pipeline incident occurs at Santa Fe Pacific Pipeline at the Chico terminal, Butte Co. (APCD must be verbally notified at: (916) 891-2882 (24 Hr voice mail)**

24. Notify, verbally and via fax, **STATE PUC (SKYPAGE)**:
 a. Major Hazardous Material Spills/releases in a railroad right of way or from a derailment
 b. Multiple death grade crossing accidents,
 c. Major derailments
 d. Major collisions
 e. Bridge failures
 f. Accidents/incidents involving railroad employees with serious or fatal injuries will require notification.

All other reports received regarding railroad accident/incidents will be faxed to the San Francisco Office.

SKYPAGE: (800) 759-8888 PIN #2026908 Fax: (415) 703-1910

25. Notify **DEPT. Pesticide Regulation** of any spill involving **Insecticide, Pesticide, Herbicide**.
 Fax copy of spill to: **(916) 445-3907**
Enforcement Office: (916) 445-3853/4036
 After Hours: 1. Scott Paulson cell: 916-825-7660 home: 916-988-7997
 2. Jim Shattuck cell: 916-825-8081

Fertilizer spills do not need to be reported to Food and Ag. or Dept. of Pesticide Regulation

26. Notify **EAST BAY REGIONAL PARK DISTRICT** of spills affecting those areas. Fax copy of spill -

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see transmittal letter.

24 Hr Dispatch: (510) 881-1833 Fax: (510) 538-7743

27. Notify **CALIF DEPARTMENT OF FORESTRY** of any spills in their area of interest.
24 Hr number: (916) 445-2244
28. Notify **PARKS & REC** of any spill involving the California coastline. **This includes any (or potential) natural seepage or tar ball reports.** For **INLAND** spills notify if known spill is within State Parks jurisdiction.
Fax all spills to (831) 655-3722 or (831) 649-2986
Petroleum Spills over 1 bbl. follow up verbally to:
24 Hour Dispatch (831) 649-2817 or (800) 548-1431
29. Verbally notify **NEVADA STATE EMERGENCY OPERATIONS CENTER (DEM)** of any hazardous material spills into the Truckee River, Donner Lake, Lake Tahoe. All spills, incidents or potential incidents that could effect these watersheds needs to be reported.
Business hours Mon. -Fri. 0800-1700: (775) 687-4670, recording hit 0
After hours, weekends, holidays call the Nevada Highway Patrol and request they have the D. O. call you. (775) 687-5300 or (775) 687-4757, per NHP call (775) 688-2830
**A copy of the D.O. roster for current month is posted in the Locator Book.
Fax a copy of all spills to (775) 687-6788
30. Any out of state notification on a hazardous incident must be called into the county or counties that will be affected by the incident. Example: Nevada State Emergency Services calls on incident in El Dorado County, we must notify El Dorado County OES.
31. Notify **ANY OTHER AGENCY** as required.